

NEIGHBORHOOD DEVELOPMENT FUND

Not-for-Profit Request

DATE:

2/9/06

TO:

Appropriations Committee

FROM:

Council Member Ellen Call

RE:

Request for Neighborhood Development Fund to be considered by the Appropriations Committee.

I have reviewed the attached Proposal in the amount of \$ 6,700 through the District 26 NDF for Myers Middle School PTSA and have found it complete and within our guidelines. I/We have read the organization's statement of public purpose to be furthered by the funds requested and I/We agree that the public purpose is legitimate. I/We have also completed the disclosure section below.

Please add this Grant Proposal Agreement to the agenda of the next Appropriations Committee Meeting.

Ellen Call  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

\_\_\_\_\_  
Signature of Council Member

DISCLOSURE

List below any relation you have with the organization requesting the grant (your, your family, your legislative assistant or any city employee to this organization and to any member of the organization's board of directors or their employees.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Appropriations Committee Chairman

\_\_\_\_\_  
Date

OFFICE OF METRO COUNCIL CLERK

RECEIVED  
DATE 3/6/06 TIME: 3:34 PM



**SECTION ONE:**  
**DESCRIPTION OF APPLICANT AGENCY/ORGANIZATION**

**IDENTIFYING INFORMATION**

- I. Official Name of Agency/Organization (Agency) as listed with the Kentucky Secretary of State:  
**Myers Middle School PTSA**
- II. Organization number as listed with the Kentucky Secretary of State: **0504272**
- III. List any "working" or "does business as" names for organization:  
**NONE**
- 
- IV. Address of main office: (street and zip + 4)  
**3741 Pulliam Drive Louisville, KY 40218**
- V. P. O. / mailing address if different: \_\_\_\_\_ (zip + 4) \_\_\_\_\_
- VI. Phone # **(502) 458-2167** Fax# **(502) 485-8157**
- VII. E-Mail : **sekennedy1@aol.com**
- VIII. Agency's Legal Signatory/Title  
Name: **Sandy Kennedy**  
Title: **Myers Middle School PTSA Treasurer**
- IX. Contact person responsible for application:  
A. Name: **Steve Rickner, LCSW**  
B. Phone # **(502) 458-2167** Fax# **(502) 485-8157**  
C. E-Mail: **srickne1@jefferson.k12.ky.us**

**DESCRIPTION OF AGENCY**

- I. Describe your Agency's vision, mission and services:

**The overall mission of the Myers Middle School PTSA is to help ensure that the educational, community, and home environments are conducive for students and parents to be successful individuals. The Myers Middle PTSA works with the Myers Middle Youth Service Center to provide various activities that promote academic success through physical and emotional well-being of all individuals associated with Myers Middle School.**

- II. Total number of Board members: 10
- III. Number of Board meetings held to date in current fiscal year: 7
- IV. Average attendance at Board meetings: 8

### **FACILITIES**

- I. List location(s) and terms (owned, rented, leased, or donated).
- A. Myers Middle School – Space Donated
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- II. Are all facilities handicapped accessible? Yes X No \_\_\_\_\_
- III. If no, please explain:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **FINANCIAL INFORMATION**

- I. Agency's fiscal year from (month) July 01 to (month) June 30
- II. Does your Agency anticipate a significant increase or decrease in your budget from the current fiscal year to the budget projected for next fiscal year? No X Yes \_\_\_\_\_
- III. If yes, please explain.
- N/A
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- IV. For the **current fiscal year**, list funds received from Louisville Metro Government, including funds from any department, office, etc. in either the former City of Louisville or Jefferson County.
- \$ \_\_\_\_\_ Source:
- N/A
- \$ \_\_\_\_\_ Source:
- \_\_\_\_\_
- \$ \_\_\_\_\_ Source:
- \_\_\_\_\_

**V. Provide one copy only of each of the following, as appropriate (4 points):**

- A. Articles of Incorporation.
- B. Approved budget or executive summary for your Agency's current fiscal year.
- C. Proof of IRS 501(C) (3) status, or application for this IRS status, if applicable.
- D. Staffing structure for entire Agency, including organizational chart.
- E. Board member list; specify chair, vice-chair, secretary, and treasurer.
- F. If your Agency is an employer required to have a written Affirmative Action/Equal Employment Opportunity policy: copy of policy.
- G. If rent/occupancy costs are being requested: copy of the signed lease.
- H. If program participants have the opportunity to evaluate the services received: one copy each of any forms used.

**VI. List below any relationship any members of your Board of Directors or employees have with any Metro Council Member, Council Member's family, Council Member's staff, or any Louisville Metro Government employee.**

NONE

**VII. I certify under the penalty of law that the information in this application is accurate to the best of my knowledge. I am aware that my Agency will not be eligible for funding if investigation at any time shows falsification. If falsification is shown after funding has been approved, any allocations already received and expended are subject to be repaid. I further certify that I am authorized to sign this application for the Agency.**

Name of Legal Signatory: (type or print) Sandra E. Kennedy

Title: Treasurer

Signature Sandra E. Kennedy

Date 2 / 08 / 06

**LOUISVILLE METRO COUNCIL  
APPLICATION FORM FOR  
NEIGHBORHOOD DEVELOPMENT FUNDS  
(2005-2006)**

**Proposed Activity/Need: After School Activities at Bon Air Library**

**Name of Applicant Agency: Myers Middle School PTSA and Youth Service Center**

**AMOUNT OF FUNDING REQUESTED \$6,700.00**

**I. Contact Person responsible for the Activity described in this proposal:**

**A. Name: Steve Rickner, LCSW**

**B. Title: Myers Middle School Youth Service Center Coordinator**

**C. Phone # (502) 458-2167 Fax # (502) 485-8107**

**D. E-mail: srickne1@jefferson.k12.ky.us**

**2. If funded, this activity will further which of the major goals of Louisville Metro listed below.**

  X   Bringing Us Together

  X   Keeping Us Safe

  X   Promoting Education and Growing Jobs

  X   Enhancing Neighborhoods and Protecting Our "Louisville" Quality of Life

**3. If funded, this activity will strengthen (check one):**

- X   Youth ( teenagers, ages 13-19)
- Human Services ( Citizens with barriers to meeting basic human needs)
- Arts/cultural
- Neighborhoods
- Business Associations
- Parks
- Community Activities and Events

       **Other: if you do not believe your proposal fits any of the above, please describe the nature of your request:**

**4. If approved, Louisville Metro Funds will be used for (check one)**

- Operating Funds (cannot exceed 33% of agency's total budget)
- X   Programming/services/events for direct benefit to community or qualified individuals
- Capital equipment (small operating equipment which may be used to benefit the individuals or community being served. (No building or renovations)

5. PROPOSAL DESCRIPTION: Describe how you are going to further one of the four major goals of Louisville Metro Government by this proposal. (See #2)

This program was developed to assist youth in learning conflict resolution skills and to gain a deeper respect for one's self and others in the Bon Air Neighborhood.

6. Describe the activity being proposed to address the goal.

Trained peer mediators will work with Bon Air Neighborhood youth at the Bon Air Library to teach them conflict resolution skills, youth participants will take field trips to various community events and activities, participate in community service projects, have the opportunity to learn job readiness skills and have part-time jobs through The Career Institute with Sandy Lewis, and will be exposed to guest speakers and other activities that promote respect, integrity, community involvement, and planning for the future.

7. Describe how the funding is to be used. BE SPECIFIC.

Two high school aged peer mediators for twenty hours a week at \$5.25 an hour (\$3,150.00), busses for student field trips, fourteen trips at \$125.00 per trip (\$1,750.00), filed trip fees (\$500.00), prizes and awards (\$500.00), and food for various activities (\$800.00). A total of \$6,700.00.

8. Describe the results/goals for this proposal. How will you know it is successful?  
There are two primary goals.

1. To ensure that a minimum of 80% of the youth participants learn how to resolve conflict without being verbally or physically aggressive with peers and adults.
2. That at least 75% of the youth participants report having a greater attachment and respect for citizens and property of the Bon Air Neighborhood and their school (commitment to being educated).

Successful results for these outcomes will be measured by pre and post tests with the youth participants, surveying citizens in the Bon Air Community, and obtaining police reports of vandalism and other crimes in the Bon Air Neighborhood.

EXPECTATIONS/REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

- b. Participate in post-award training.
- c. Make all program and financial records available to any monitors from Louisville Metro to assure compliance with the approved funding.
- d. Failure to provide the services, programs or projects included in the agreement will result in funds being withheld, or in requirement for reimbursing Louisville Metro.
- e. Return to Louisville Metro of any unexpended funds by July 31, 2006.
- f. Documentation of all expenditures (canceled checks, receipts, paid invoices )

COMPLETE PAGE 3 -BUDGET SUMMARY STATEMENT FOR THIS PROJECT.

**STAFF ONLY:**

\_\_\_\_\_ **Description of Applicant Agency/Organization Complete**

\_\_\_\_\_ **All documentation is attached: 501(c)3 status, Articles of Incorporation,  
Secretary of State status, EIN (Employer Identification Number)**

**PROJECT/PROGRAM BUDGET SUMMARY STATEMENT**AGENCY NAME: Myers Middle School PTSA and Youth Service CenterProject/Program Name: Building Brighter FuturesThis Project/Program Proposal is # 1 of 1

REVENUES ANTICIPATED	2005-2006	%
	Round to the nearest \$100	of Total Revenue
<b>Louisville Metro Government Requested of Metro Agency: Metro Council</b>	<b>\$ 6,700</b>	<b>18%</b>
State of Kentucky	\$0	
Federal Government (Including Federal Pass-thru to State)	\$0	
United Way	\$0	
Fees for Services	\$0	
Private Contributions	\$0	
Interest Income	\$0	
Other Sources (Please specify)	\$ 36,700 (PTSA Fundraisers and Membership Drives)	82%
<b>TOTAL REVENUES</b>	<b>\$ 42,400</b>	<b>100%</b>

OPERATING EXPENSES		
Personnel (including all fringes)	\$ 3,200	8%
Operating (Contractual and Supplies)	\$39,200	92%
Capital Equipment (Small Operating Equipment)	\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$42,400</b>	<b>100%</b>

Value of in-kind assets, such as donated space, supplies, use of equipment, etc.	\$3,000
Value of volunteer services and how computed:	\$0



Internal Revenue Service

Department of the Treasury

District

Director

JAN 15 1992

PTA Kentucky Congress

PO Box 654

Frankfort, KY 40602-0654

P.O. Box 2508

Cincinnati, OH 45201

Person to Contact:

Gordon Schnur

Telephone Number:

(513) 684-3957

Refer Reply to:

EP/EO

Date:

Federal Identification Number:

61-0461750

Dear Sir or Madam:

We have received your request for a copy of your tax exempt letter.

Our records show that we issued a determination letter in October, 1988 which recognized your organization as exempt from Federal income tax under section 501(c)(3) the Internal Revenue Code.

Based on the information supplied, we recognize your named subordinates on the list you submitted as exempt from Federal income tax under 501(c)(3) of the Code.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a)(2) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to your subordinates or for their use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You and your subordinates are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

RECEIVED JAN 21 1992

PTA Kentucky Congress

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, . Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

As of January 1, 1984, unless specifically excepted, you and your subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and employer identification numbers of subordinates that since your previous report:
  - a. Changed names or addresses;
  - b. Were deleted from your roster; or
  - c. Were added to your roster.
3. For subordinates to be added, attach:
  - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
  - b. A statement that each has given you written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);

PTA Kentucky Congress

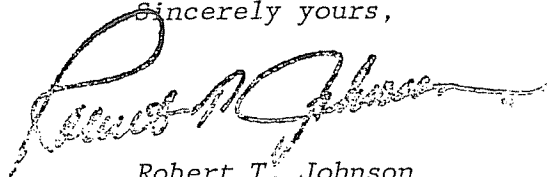
- e. The street address of subordinates where the mailing address is a P. O. Box; and
  - f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587 for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Revenue Ruling 71-447, 1971-2 C.B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
4. If applicable, a statement that your group exemption roster did not change since your previous report.

The above information should be sent to the following address:

Internal Revenue Service Center  
Attn: Entity Control Unit  
Cincinnati, OH 45999

Your Group Exempt Number is 5110.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Robert T. Johnson", with a stylized flourish at the end.

Robert T. Johnson  
District Director



everychild.onevoice

**Janice Jackson**  
President

148 Consumer Lane  
P. O. Box 654  
Frankfort, KY 40602-0654  
(502)-564-4378  
FAX (502)-564-2599  
email: [ky\\_office@pta.org](mailto:ky_office@pta.org)  
[www.kypta.org](http://www.kypta.org)

April 2005

Myers Middle School PTSA  
National PTA ID# 00004178  
EIN # 61-1147718 Bylaws renew 6/2007  
136 members

This is to inform you that your PTA has met all of the requirements for tax exemption under the Kentucky Congress of Parents and Teachers' 501 ©(3) group exemption #5110 for the 2004-2005 fiscal year.

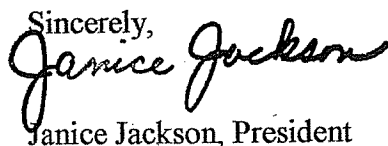
This information has been sent to the Internal Revenue Service. Please keep one copy of this notification with your PTA files and one copy in the school office as your proof that you are a legitimate tax exempt organization. To receive the letter and certificate to prove your state tax exemption, please contact the Kentucky PTA State Office.

As a 501 ©(3) organization, your PTA is exempt from paying income taxes. Individuals and businesses may make donations to your PTA and may deduct the donations from their income taxes as a charitable donation deduction.

If your PTA has gross receipts of over \$25,000.00 for this fiscal year (2004-2005), it will be necessary for you to file a Form 990 or Form 990 EZ and Schedule A and B with the Internal Revenue Service by November 15, 2005 if your bylaws indicate that your fiscal year ends on June 30<sup>th</sup>, or by the 15<sup>th</sup> day of the 5<sup>th</sup> month after your fiscal year ends. IRS forms must be secured from the IRS.

If your PTA does not have gross receipts over \$25,000.00 but is sent a Form 990 or Form 990 EZ by the IRS, you must fill out the top portion of page 1, sign it, make a copy for your records, and return it to the IRS. Never ignore a letter from the IRS.

Please contact the Kentucky PTA State Office at 502-564-4378 if you need assistance or refer to the National PTA Resource Book's financial section. Thank you for all your PTA does for the children and youth of Kentucky PTA.

Sincerely,  
  
Janice Jackson, President

# MYERS MIDDLE SCHOOL PTSA

## Budget - Actual vs. Proposed

31-Dec-05

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER/(UNDER)</u>
Balance as of 7/01/05	\$5,077.27	\$5,077.27	0.00
<b>RECEIPTS</b>			
<b>Membership**</b>	301.35	262.50	38.85
<b>Fund-raising:</b>			
Concessions		0.00 #	0.00
Fund-raiser	16,350.95	16,390.95 #	(40.00)
Pictures	1,212.28	7,000.00	(5,787.72)
Shirts	5,017.30	6,500.00	(1,482.70)
Skate Parties	347.75	500.00 #	(152.25)
Misc	<u>2.65</u>	<u>0.00</u>	<u>2.65</u>
<b>TOTAL RECEIPTS</b>	<b>28,309.55</b>	<b>35,730.72</b>	<b>(7,421.17)</b>
<b>DISBURSEMENTS</b>			
<b>Administrative:</b>			
Office & Postage	110.92	500.00	(389.08)
President's Expenses	183.92	350.00	(166.08)
Insurance	350.00	350.00	0.00
<b>Leadership Education:</b>			
Officer Education		150.00	(150.00)
District/State/National Functions		150.00	(150.00)
<b>Fundraising:</b>			
Concessions		350.00	(350.00)
Change for Events	50.00	0.00	50.00
Fundraiser	8,321.67	8,350.00 #	(28.33)
Shirts	2,391.00	5,000.00 #	(2,609.00)
Skating Parties	250.00	250.00 #	0.00
<b>Misc.:</b>			
Annual Report Fee		4.00	(4.00)
Bank Fees	87.25	500.00	(412.75)
Hospitality	107.05	500.00	(392.95)
Other		70.00	(70.00)
Sam's Membership	30.00	30.00	0.00
Remembrances & Gifts		350.00	(350.00)
Web-site Fee	<u>0.00</u>	<u>30.00</u>	<u>(30.00)</u>
	<b>11,881.81</b>	<b>16,934.00</b>	<b>(5,052.19)</b>

# MYERS MIDDLE SCHOOL PTSA

## Budget - Actual vs. Proposed

31-Dec-05

<b>DISBURSEMENTS</b>	<b><u>ACTUAL</u></b>	<b><u>PROPOSED</u></b>	<b><u>OVER/(UNDER)</u></b>
8th Grade Activities		1,500.00	(1,500.00)
8th Grade Awards		500.00	(500.00)
Cultural/Related Arts		1,000.00	(1,000.00)
Media		500.00	(500.00)
Music & Technology		1,000.00	(1,000.00)
Youth Services Center	164.71	1,000.00	(835.29)
Special Projects	1,057.50	3,000.00	(1,942.50)
Start-Up 2005-2006		0.00 #	0.00
Student Incentives	411.65	2,000.00	(1,588.35)
Teacher Appreciation	662.74	2,000.00	(1,337.26)
Teaching Aids	<u>100.00</u>	<u>4,700.00</u>	<u>(4,600.00)</u>
	<b>2,396.60</b>	<b>17,200.00</b>	<b>(14,803.40)</b>
<b>PTA Membership:</b>			
Membership Drive	25.65	400.00 #	(374.35)
15th District Dues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>25.65</b>	<b>400.00</b>	<b>(374.35)</b>
<b>PTA Capital Projects:</b>			
Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL DISBURSEMENTS</b>	<b>14,304.06</b>	<b>34,534.00</b>	<b>(20,229.94)</b>
<b>2006-2007 Start-Up Funds</b>	<b>0.00</b>	<b>1,196.72 #</b>	<b>(1,196.72)</b>
<b>GRAND TOTAL</b>	<b>14,304.06</b> =====	<b>35,730.72</b> =====	<b>(21,426.66)</b> =====
<b>CASH BALANCE AVAILABLE FOR USE</b>	<b>\$14,005.49</b>		
<b>DUES COLLECTED &amp; PAYABLE</b>	<b><u>65.65</u></b>		
<b>CHECKBOOK BALANCE AS OF 12/31/05</b>	<b>\$14,071.14</b> =====		

<b>**Membership Summary:</b>	<b><u>287 Members</u></b>	<b><u>250 Members</u></b>
Total Dues @ \$4.00 each	\$1,148.00	\$1,000.00
Dues:		
National Dues--@ \$1.75 each	(502.25)	(437.50)
State Dues--@ \$1.00 each	(287.00)	(250.00)
District Dues--@ .20 each	<u>(57.40)</u>	<u>(50.00)</u>
Local Dues--@ \$1.05 each	<b>\$301.35</b>	<b>\$262.50</b>

You can file your annual report online using a credit card or prepaid account. Visit our web site at [sos.ky.gov/annualreports](http://sos.ky.gov/annualreports)

COMMONWEALTH OF KENTUCKY  
TREY GRAYSON, SECRETARY OF STATE  
ANNUAL REPORT  
DUE JUNE 30, 2006



0504272

ORGANIZATION ID #

0504272

STATE OR COUNTRY  
OF INCORPORATION

KY

ORGANIZATION  
DATE

10/24/2000

FILING  
FEE

\$4.00

(1) EXACT CORPORATE NAME AND CURRENT PRINCIPAL OFFICE ADDRESS

MARY P. MYERS MIDDLE SCHOOL PTSA INC.  
3741 PULLIAM DR  
LOUISVILLE, KY 40218

(3) THE PRINCIPAL OFFICE ADDRESS IS HEREBY CHANGED TO

(2) CURRENT REGISTERED AGENT AND REGISTERED OFFICE ADDRESS

Changes made to the registered agent or registered office cannot be made on this form. Complete (4) to request a form to be mailed or download form from web site.

KENTUCKY CONGRESS OF PARENTS AND TEACHER  
148 CONSUMER LANE  
FRANKFORT, KY 40601

(4) MAIL A STATEMENT OF CHANGE OF AGENT OR OFFICE TO

(5) PRINCIPAL OFFICERS If (5) is blank, type or print the names and business addresses of the current principal officers. If sole officer, please note. The annual report will be returned if business addresses are not listed. If the corporation has previously filed an annual report, verify the names and titles of officers listed below. Please note any additions to or changes in the principal officers and give the business address for each person listed.

Treasurer	Sandy Kennedy	Address
Secretary	Sara Cox	Address
Vice President	CANDY DODSON	Address
President	AMY FOWLER	Address
		Address
		Address

(6) DIRECTORS Type or print the names and business addresses of the corporation's directors. No listing of directors is verification that the corporation has dispensed with directors (KRS 271B.8-010(3)). Nonprofit corporations must list three (3) or more directors (KRS 273.211). The annual report will be returned if business addresses are not listed.

Name	David Bennett	Address
Name	MELISSA KRAFT	Address
Name	ERIN CHURCH	Address
Name		Address
Name		Address

(7) Check here if you are a cooperative corporation or association organized under KRS 272. ☐

Check here if you are a rural electric or rural telephone cooperative corporation organized under KRS 279. ☐

I VERIFY THAT THE INFORMATION IN THIS ANNUAL REPORT IS CURRENT AS OF THE DATE THIS REPORT IS EXECUTED.

Signature of Officer or Chairman of the Board

Type or Print Name

Title

Date

ANNUAL REPORT AND FILING FEE

Submit for filing the completed annual report form and correct filing fee as indicated above. Make check payable to the "Kentucky State Treasurer". Please do not send cash.

MAILING ADDRESS

Trey Grayson  
Secretary of State  
P O Box 1150  
Frankfort, KY 40602-1150

OFFICE LOCATION

Secretary of State  
State Capitol, Room 154  
700 Capital Avenue  
Frankfort, KY 40601  
(502)-564-2848

NOTE: P O Box 1150 is for  
annual report filings only.

*Bylaws*

# These are the bylaws of

Mary P. Myers Middle School

PTA/PTSA

in Louisville,  
(city)

in Jefferson County, 15th District

These bylaws were approved by the membership of

Mary P. Myers Middle School

PTA/PTSA on

May 16, 2002

(date)

Mary Melto President

Kathie Zehnder Secretary

**Kentucky PTA**

Bylaws Approved 6-13-02

Amendment Approved \_\_\_\_\_

Renewal Date 6/2007

By JA Gasen

**Kentucky**  
**PTA**

everychild.onevoice.



# Bylaws of the Myers Middle School **Parent-Teacher (Student) Association**

Kentucky Congress of Parents and Teachers, Inc. Required Local Unit Bylaws Format (Revised July 2001)

## ARTICLE I: NAME

The name of this association is the Mary P. Myers  
Middle School  
Parent-Teacher (-Student) Association (PTA) (PTSA) of  
Louisville, Kentucky, in Jefferson  
county and 15th district. It is a local PTA (PTSA) unit  
organized under the authority of the Kentucky Congress of  
Parents and Teachers (The Kentucky PTA), a branch of the  
National Congress of Parents and Teachers (The National  
PTA). The articles of organization include (a) the bylaws and  
(b) the articles of incorporation.

## \*\*ARTICLE II: PURPOSES

**Section 1.** The Purposes (Objects) of the PTA/PTSA are:

- To promote the welfare of children and youth in home, school, community and place of worship;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between the educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**Section 2.** The Purposes (Objects) of PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

## \*\*ARTICLE III: BASIC POLICIES

The following are basic policies of all PTAs and PTSAs in common with those of the National PTA.

- The organization shall be non-commercial, non-sectarian and non-partisan.
- The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accord with the National PTA.
- The organization or members in their official capacities shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## ARTICLE IV: CONSTITUENT ORGANIZATIONS

(Local PTA/PTSAs, District PTAs and State PTAs)

**\*\*Section 1.** The Purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent organization.

**\*\*Section 2.** This PTA/PTSA shall be organized and chartered under the authority of the Kentucky PTA. The Kentucky PTA shall issue to this PTA/PTSA an appropriate charter evidencing the good standing of this PTA/PTSA.

**#Section 3. a.** A local unit in good standing is one which:

- Adheres to the Purposes (Objects) and basic policies of the PTA;
- Remits the national and state portion of the dues to the state PTA office as required;
- Remits district dues in accordance with the district's bylaws as required;
- Audits the treasurer's books and submits the PTA audit report form to the Kentucky PTA state office by November 15th;
- Has bylaws approved by the Kentucky PTA within the past five (5) years;
- Has an IRS Employer Identification Number (EIN) on file in the state PTA office; and
- Maintains a minimum of ten (10) members.

**#Section 3. b.** Each association in good standing as shown on the records in the Kentucky PTA office as of March 15th, shall be entitled to be represented at the annual convention of the Kentucky PTA by its president, or alternate, and one (1) additional accredited delegate for every twenty-five (25) members, or a major fraction thereof.

**\*\*Section 4.** Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Kentucky PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Kentucky PTA.

**\*\*Section 5.** Bylaws of each constituent organization shall include an article on amendments.

**\*\*Section 6.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**#Section 7a.** Local PTA/PTSAs' bylaws shall be reviewed and approved by the Kentucky PTA every five (5) years. Bylaws shall be submitted with a copy of the minutes reflecting that prior notice was given, a quorum was present and bylaws were approved by the membership body.

**#Section 7b.** Local PTA/PTSAs' bylaw amendments become effective when reviewed and approved by the Kentucky PTA. Amendments shall be submitted with a copy of the minutes reflecting that prior notice was given, a quorum was present and amendments were approved by the membership body.

**#Section 8.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws as identified by the state symbol (#).

**#Section 9.** The adoption of an amendment to the bylaws of the Kentucky PTA, pertaining to its association shall automatically amend their bylaws to conform to action taken by the Kentucky PTA Convention.

**\*\*Section 10.** Each officer or board member of a local PTA shall be a member of such local PTA.

**\*\*Section 11.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors / managers, executive board or executive committee.

**\*\*Section 12.** A PTA member shall not serve as a voting member of a constituent organization's board at the local or district level while serving as a paid employee of, or under contract to, that constituent organization.

**\*\*Section 13.** There shall be no proxy voting by any constituent organization of National PTA.

**\*\*Section 14.** This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association, including specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the Kentucky PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Kentucky PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**\*\*Section 15.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Kentucky PTA.

**\*\*Section 16.** This local PTA is obligated upon withdrawal of its charter by the Kentucky PTA:

- a. To yield up and surrender all its books and records and all of its assets and property to the Kentucky PTA or such agency as may be designated by the Kentucky PTA, or to another local PTA organized under the authority of the Kentucky PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Kentucky PTA or status as a constituent organization of the National PTA;
- c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA; and
- d. To file with the IRS a Federal 990 Form.

**#Section 17.** In order for this PTA/PTSA to dissolve, the unit shall complete the following procedures.

a. The executive committee (or body that under its bylaws manages the affairs of the association) shall adopt by a two-thirds (2/3) vote, a resolution recommending dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider advisability of dissolving the association shall be given to each member entitled to vote at such meeting at least forty-five (45) days prior to the date of such meeting.

b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Kentucky PTA at least thirty (30) days before the date fixed for such special meeting of the members;

c. Only those persons who were members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution; and

d. Approval of dissolution of the association shall require the affirmative vote of two-thirds (2/3) of the members.

**#Section 18.** In the event of the dissolution or withdrawal of the charter of this PTA/PTSA for any reason, its assets shall be distributed for one (1) or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of dissolution or withdrawal of charter, notice by certified or registered mail shall be sent by the state PTA office to the PTA/PTSA that the Internal Revenue has been notified that the PTA/PTSA is no longer a tax-exempt organization of the Kentucky PTA.

**\*\*Section 19.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Kentucky PTA as provided in Article V hereof.

**\*\*Section 20.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**\*\*Section 21.** The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.

**\*\*Section 22.** The Kentucky PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.

#### ARTICLE V: MEMBERSHIP AND DUES

**\*\*Section 1.** Every individual who is a member of a local PTA/PTSA organized by a state PTA also is a member of National PTA and of the state PTA by which such local PTA is organized and, as such, is entitled to all the benefits of such membership.

**\*\*Section 2.** Membership in PTA shall be made available without regard to race, color, creed or national origin.

**\*\*Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but shall admit persons to membership at any time.

**\*\*Section 4.** Each member of this PTA shall pay annual dues as may be determined by the organization. The amount of such dues shall include the portion payable to the Kentucky PTA (the "state portion") the portion payable to the National (the "national portion") and the portion payable to the district (the "district portion").

**\*\*Section 5.** The national portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

**\* PROVISIO**

**#Section 6.** The Kentucky PTA portion of each member's dues shall be one dollar (\$1.00).

**Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$ 4.00 to the PTA/PTSA. The amount of such dues shall include the portion payable to the Kentucky PTA, the portion payable to the National PTA and the portion payable to the district PTA.

**Section 8.** The Kentucky and National portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA and sent monthly to the Kentucky PTA.

**\*\*Section 9.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**#Section 10.** Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the Kentucky PTA or any of its divisions.

**#Section 11.** Payment of dues.

a. The treasurer of this PTA/PTSA shall forward the National and Kentucky portions of membership dues to the Kentucky PTA office by November 15. Additional dues collected after November 15 should be forwarded to the state PTA office every thirty (30) days.

b. The treasurer of this PTA/PTSA shall keep the record of the National PTA, the Kentucky PTA and the District PTA's portions of membership dues separate from the record of general funds of the association.

c. All dues shall be accompanied by a list of the members showing the name of each individual member of this association from which dues were received.

d. An association whose dues have not been received by February 15 shall be notified by the state PTA office of the Kentucky PTA.

**#Section 12.** Elementary students are not eligible for membership.

**Section 13.** Kentucky PTA Life Membership.

a. A Kentucky PTA Honorary Life Membership, upon payment of twenty-five (\$25.00) dollars to the Kentucky PTA Scholarship Fund, may be conferred upon any person for distinguished service to children and youth.

b. An honorary life member may be an active member upon payment of dues in a local PTA/PTSA.

**ARTICLE VI: OFFICERS - ELECTION AND VACANCIES**

**\*\*Section 1.** Each officer shall be a member of this PTA/PTSA.

**Section 2.** Officers and their election.

a. The officers of this PTA/PTSA shall consist of a president, 4 (number) vice president(s), a secretary and a treasurer.

b. Officers shall be elected by ballot in the month of May. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.

c. Officers, except the treasurer, shall assume their official duties ~~immediately following the close of the meeting in~~ ~~the month of the beginning of the fiscal year~~ ~~(indicate which)~~ and shall serve for a term of 1 (number) year(s) or until their successors are elected.

**\* PROVISIO: Effective April 1, 2002**

d. The treasurer shall assume office at the beginning of the fiscal year (July 1).

e. A person shall not be eligible to serve more than 2 (number) consecutive terms in the same office, unless a replacement can't be found.

**\*\*Section 3.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors/managers, executive board or executive committee.

**Section 4.** Nominating Committee.

a. There shall be a nominating committee composed of 3 members (at least three (3) and always an uneven number) who shall be elected by the association at a regular meeting at least one (1) month prior to the election of officers. The committee shall elect its own chairman.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May (month), at which time additional nominations may be made from the floor.

c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Section 5.** Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee/Board, notice of such election having been given. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve notice of the election.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The president shall:

a. Preside at all meetings of the association, the executive committee and the board of directors/managers;

b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association, the executive committee or board of directors/managers;

c. Be a member ex-officio of all committees, except the nominating committee; and

d. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

**Section 2.** The vice president(s) shall:

a. Act as aides to the president;

b. Perform the duties of the president, in their designated order, in the absence or inability of that officer to serve; and

c. Perform such other duties as may be prescribed to him/her.

**Section 3.** The secretary shall:

a. Record the minutes of all meetings of the association, the executive committee and the board of directors/managers;

b. Have a current copy of the bylaws;

c. Maintain a membership list; and

d. Perform such other duties as may be prescribed to him/her.

**Section 4.** The treasurer shall:

a. Have custody of all of the funds of the association;

b. Keep a full and accurate account of receipts and expenditures;

c. Make disbursements as authorized by the president, executive committee, board of directors/managers or PTA/PTSA, in accordance with the budget adopted by the PTA/PTSA;

d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other authorized person;

At that time an officer may be eligible to serve another year

- e. Present a financial statement at every meeting of the association and at other times when requested by the executive committee or board of directors/managers;
- f. Make a full report at the meeting at which new officers officially assume their duties; and
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14 of these bylaws.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the board of directors/managers at least two (2) weeks before the meeting at which new officers assume duties. **Reminder: the audit report form must be submitted to the state PTA office by November 15.**

**Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

#### ARTICLE VIII: BOARD OF DIRECTORS / MANAGERS

##### Section 1. Members.

The board of directors/managers shall consist of the elected officers of the PTA/PTSA, the chairmen of standing committees, and the principal of the school or a representative appointed by him/her. The chairmen of standing committees shall be selected by the officers of the PTA/PTSA.

The president may appoint a parliamentarian, subject to the approval of the officers of the PTA/PTSA.

**\*\*Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Section 3.** The duties of the board shall be:

- a. To transact business in the intervals between PTA/PTSA meetings and such other business as may be referred to it by the PTA/ PTSA;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the PTA/ PTSA;
- e. To select an auditor or an auditing committee to audit the treasurer's accounts;
- f. To prepare and submit to the PTA/PTSA for adoption a budget for the year; and
- g. To approve routine bills within the limits of the budget.

**Section 4.** Regular meetings of the board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the board members shall constitute a quorum. Special meetings of the board may be called by the president or by a majority of the members of the board 7 (number) day's notice being given.

#### ARTICLE IX: EXECUTIVE COMMITTEE

**Section 1.** The membership of the executive committee shall consist of the elected officers of the PTA/PTSA and the principal of the school or a representative appointed by him/her.

**Section 2.** The duties of the executive committee shall be to approve chairmen and members of standing committees and act in an emergency situation.

**Section 3.** A majority of the members of the executive committee shall constitute a quorum.

#### ARTICLE X: COMMITTEES

**Section 1.** Only members of the PTA/PTSA shall be eligible to serve in any elective or appointed positions.

**Section 2.** The board of directors/managers may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the PTA/PTSA. The term of each chairman shall be 1 (number) year(s) or until the selection of his/her successor.

**Section 3.** The chairman of each standing committee shall present a plan of work to the board of directors/managers for approval. No committee work shall be undertaken without the consent of the board of directors/managers.

**Section 4.** The power to form special committees and appoint their members rests with the association and the board of directors.

**Section 5.** The president shall be a member ex-officio of all committees, except the nominating committee.

#### ARTICLE XI: MEETINGS

**Section 1.** At least ~~four~~ <sup>three (3)</sup> regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive committee/board of directors/managers and announced at the first meeting of the year. Seven (7) days notice shall be given of a change of date.

**Section 2.** Special meetings of the PTA/PTSA may be called by the president or by a majority of the executive committee/board of directors/managers seven (7) days notice having been given.

**Section 3.** The election meeting shall be held in May (month).

**\*\*Section 4.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**#Section 5.** Each local PTA/PTSA must maintain a minimum of ten (10) members to remain a PTA in good standing.

**Section 6.** 10 (number) members (10 or more recommended) shall constitute a quorum for the transaction of business in any meeting of this PTA/PTSA.

#### ARTICLE XII: DISTRICT MEMBERSHIP

**Section 1.** The PTA/PTSA shall be represented in meetings of the 15th District PTA of the Kentucky Congress of Parents and Teachers, by the president of the PTA/ PTSA or his/her alternate, and by the number of delegates or their alternates as provided in the district bylaws.

**Section 2.** Delegates and their alternates shall be chosen by election to attend district conferences.

**Section 3.** This PTA/PTSA shall pay annual dues of \$ .15 per member to the district treasurer, as provided in the district bylaws.

#### ARTICLE XIII: FISCAL YEAR

The fiscal year of this association shall begin July 1 and end June 30.



# These are the bylaws of

Mary P. Myers Middle School

PTA/PTSA

in Louisville,  
(city)

in Jefferson County, 15th District

These bylaws were approved by the membership of

Mary P. Myers Middle School

PTA/PTSA on

May 16, 2002

(date)

Mary Mett

President

Kathie Zeller

Secretary

**Kentucky PTA**

**Bylaws Approved** 6-13-02

**Amendment Approved** \_\_\_\_\_

**Renewal Date** 6/2007

**By** JA Gasser

**Kentucky**  
**PTA**  
everychild.onevoice.

# Bylaws of the Myers Middle School **Parent-Teacher (Student) Association**

Kentucky Congress of Parents and Teachers, Inc. Required Local Unit Bylaws Format (Revised July 2001)

## **ARTICLE I: NAME**

The name of this association is the Mary P. Myers  
Middle School  
Parent-Teacher (-Student) Association (PTA) (PTSA) of  
Louisville, Kentucky, in Jefferson  
county and 15th district. It is a local PTA (PTSA) unit  
organized under the authority of the Kentucky Congress of  
Parents and Teachers (The Kentucky PTA), a branch of the  
National Congress of Parents and Teachers (The National  
PTA). The articles of organization include (a) the bylaws and  
(b) the articles of incorporation.

## **\*\*ARTICLE II: PURPOSES**

**Section 1.** The Purposes (Objects) of the PTA/PTSA are:

- a. To promote the welfare of children and youth in home, school, community and place of worship;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- e. To develop between the educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**Section 2.** The Purposes (Objects) of PTA/PTSA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

## **\*\*ARTICLE III: BASIC POLICIES**

The following are basic policies of all PTAs and PTSAs in common with those of the National PTA.

- a. The organization shall be non-commercial, non-sectarian and non-partisan.
- b. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accord with the National PTA.
- g. The organization or members in their official capacities shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## **ARTICLE IV: CONSTITUENT ORGANIZATIONS**

(Local PTA/PTSAs, District PTAs and State PTAs)

**\*\*Section 1.** The Purposes and basic policies of National PTA shall in every case also be the purposes and basic policies of each constituent organization.

**\*\*Section 2.** This PTA/PTSA shall be organized and chartered under the authority of the Kentucky PTA. The Kentucky PTA shall issue to this PTA/PTSA an appropriate charter evidencing the good standing of this PTA/PTSA.

**#Section 3. a.** A local unit in good standing is one which:

1. Adheres to the Purposes (Objects) and basic policies of the PTA;
2. Remits the national and state portion of the dues to the state PTA office as required;
3. Remits district dues in accordance with the district's bylaws as required;
4. Audits the treasurer's books and submits the PTA audit report form to the Kentucky PTA state office by November 15th;
5. Has bylaws approved by the Kentucky PTA within the past five (5) years;
6. Has an IRS Employer Identification Number (EIN) on file in the state PTA office; and
7. Maintains a minimum of ten (10) members.

**#Section 3. b.** Each association in good standing as shown on the records in the Kentucky PTA office as of March 15th, shall be entitled to be represented at the annual convention of the Kentucky PTA by its president, or alternate, and one (1) additional accredited delegate for every twenty-five (25) members, or a major fraction thereof.

**\*\*Section 4.** Each constituent organization shall adopt such bylaws for the government of the organization as may be approved by the Kentucky PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Kentucky PTA.

**\*\*Section 5.** Bylaws of each constituent organization shall include an article on amendments.



**\*\*Section 6.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**#Section 7a.** Local PTA/PTSAs' bylaws shall be reviewed and approved by the Kentucky PTA every five (5) years. Bylaws shall be submitted with a copy of the minutes reflecting that prior notice was given, a quorum was present and bylaws were approved by the membership body.

**#Section 7b.** Local PTA/PTSAs' bylaw amendments become effective when reviewed and approved by the Kentucky PTA. Amendments shall be submitted with a copy of the minutes reflecting that prior notice was given, a quorum was present and amendments were approved by the membership body.

**#Section 8.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the bylaws as identified by the state symbol (#).

**#Section 9.** The adoption of an amendment to the bylaws of the Kentucky PTA, pertaining to its association shall automatically amend their bylaws to conform to action taken by the Kentucky PTA Convention.

**\*\*Section 10.** Each officer or board member of a local PTA shall be a member of such local PTA.

**\*\*Section 11.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors / managers, executive board or executive committee.

**\*\*Section 12.** A PTA member shall not serve as a voting member of a constituent organization's board at the local or district level while serving as a paid employee of, or under contract to, that constituent organization.

**\*\*Section 13.** There shall be no proxy voting by any constituent organization of National PTA.

**\*\*Section 14.** This PTA/PTSA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association, including specifically, the number of its members, the dues collected from its members and the amount of dues remitted to the Kentucky PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Kentucky PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**\*\*Section 15.** The charter of this PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Kentucky PTA.

**\*\*Section 16.** This local PTA is obligated upon withdrawal of its charter by the Kentucky PTA:

- a. To yield up and surrender all its books and records and all of its assets and property to the Kentucky PTA or such agency as may be designated by the Kentucky PTA, or to another local PTA organized under the authority of the Kentucky PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Kentucky PTA or status as a constituent organization of the National PTA;
- c. To carry out promptly, under the supervision and direction of the Kentucky PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA; and
- d. To file with the IRS a Federal 990 Form.

**#Section 17.** In order for this PTA/PTSA to dissolve, the unit shall complete the following procedures.

a. The executive committee (or body that under its bylaws manages the affairs of the association) shall adopt by a two-thirds (2/3) vote, a resolution recommending dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider advisability of dissolving the association shall be given to each member entitled to vote at such meeting at least forty-five (45) days prior to the date of such meeting.

b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Kentucky PTA at least thirty (30) days before the date fixed for such special meeting of the members;

c. Only those persons who were members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution; and

d. Approval of dissolution of the association shall require the affirmative vote of two-thirds (2/3) of the members.

**#Section 18.** In the event of the dissolution or withdrawal of the charter of this PTA/PTSA for any reason, its assets shall be distributed for one (1) or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended. Upon request of notice of dissolution or withdrawal of charter, notice by certified or registered mail shall be sent by the state PTA office to the PTA/PTSA that the Internal Revenue has been notified that the PTA/PTSA is no longer a tax-exempt organization of the Kentucky PTA.

**\*\*Section 19.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Kentucky PTA as provided in Article V hereof.

**\*\*Section 20.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**\*\*Section 21.** The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.

**\*\*Section 22.** The Kentucky PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.

## ARTICLE V: MEMBERSHIP AND DUES

**\*\*Section 1.** Every individual who is a member of a local PTA/PTSA organized by a state PTA also is a member of National PTA and of the state PTA by which such local PTA is organized and, as such, is entitled to all the benefits of such membership.

**\*\*Section 2.** Membership in PTA shall be made available without regard to race, color, creed or national origin.

**\*\*Section 3.** This PTA/PTSA shall conduct an annual enrollment of members, but shall admit persons to membership at any time.

**\*\*Section 4.** Each member of this PTA shall pay annual dues as may be determined by the organization. The amount of such dues shall include the portion payable to the Kentucky PTA (the "state portion") the portion payable to the National (the "national portion") and the portion payable to the district (the "district portion").



**\*\*Section 5.** The national portion of each member's dues shall be one dollar and seventy-five cents (\$1.75) per annum.

**\* PROVISIO**

**#Section 6.** The Kentucky PTA portion of each member's dues shall be one dollar (\$1.00).

**Section 7.** Each member of this PTA/PTSA shall pay annual dues of \$ 4.00 to the PTA/PTSA. The amount of such dues shall include the portion payable to the Kentucky PTA, the portion payable to the National PTA and the portion payable to the district PTA.

**Section 8.** The Kentucky and National portions of the dues paid by each member of this PTA/PTSA shall be set aside by this PTA and sent monthly to the Kentucky PTA.

**\*\*Section 9.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**#Section 10.** Only members of a local PTA/PTSA of the Kentucky PTA shall be eligible to hold office in the Kentucky PTA or any of its divisions.

**#Section 11.** Payment of dues.

a. The treasurer of this PTA/PTSA shall forward the National and Kentucky portions of membership dues to the Kentucky PTA office by November 15. Additional dues collected after November 15 should be forwarded to the state PTA office every thirty (30) days.

b. The treasurer of this PTA/PTSA shall keep the record of the National PTA, the Kentucky PTA and the District PTA's portions of membership dues separate from the record of general funds of the association.

c. All dues shall be accompanied by a list of the members showing the name of each individual member of this association from which dues were received.

d. An association whose dues have not been received by February 15 shall be notified by the state PTA office of the Kentucky PTA.

**#Section 12.** Elementary students are not eligible for membership.

**Section 13.** Kentucky PTA Life Membership.

a. A Kentucky PTA Honorary Life Membership, upon payment of twenty-five (\$25.00) dollars to the Kentucky PTA Scholarship Fund, may be conferred upon any person for distinguished service to children and youth.

b. An honorary life member may be an active member upon payment of dues in a local PTA/PTSA.

**ARTICLE VI: OFFICERS - ELECTION AND VACANCIES**

**\*\*Section 1.** Each officer shall be a member of this PTA/PTSA.

**Section 2.** Officers and their election.

a. The officers of this PTA/PTSA shall consist of a president, 4 (number) vice president(s), a secretary and a treasurer.

b. Officers shall be elected by ballot in the month of May. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.

c. Officers, except the treasurer, shall assume their official duties ~~immediately following the close of the meeting in~~ the month of ~~the beginning of the fiscal year~~ (month) at the beginning of the fiscal year (indicate which) and shall serve for a term of 1 (number) year(s) or until their successors are elected.

**\* PROVISIO: Effective April 1, 2002**

d. The treasurer shall assume office at the beginning of the fiscal year (July 1).

e. A person shall not be eligible to serve more than 2 (number) consecutive terms in the same office, unless a replacement can't be found.

**\*\*Section 3.** The members of the nominating committee for officers of a constituent organization shall be elected by membership, board of directors/managers, executive board or executive committee.

**Section 4.** Nominating Committee.

a. There shall be a nominating committee composed of 3 members (at least three (3) and always an uneven number) who shall be elected by the association at a regular meeting at least one (1) month prior to the election of officers. The committee shall elect its own chairman.

b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May (month), at which time additional nominations may be made from the floor.

c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Section 5.** Vacancies: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee/Board, notice of such election having been given. In case a vacancy occurs in the office of the president, the first (1st) vice president shall serve notice of the election.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The president shall:

a. Preside at all meetings of the association, the executive committee and the board of directors/managers;

b. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association, the executive committee or board of directors/managers;

c. Be a member ex-officio of all committees, except the nominating committee; and

d. Coordinate the work of the officers and committees of the association in order that the Objects may be promoted.

**Section 2.** The vice president(s) shall:

a. Act as aides to the president;

b. Perform the duties of the president, in their designated order, in the absence or inability of that officer to serve; and

c. Perform such other duties as may be prescribed to him/her.

**Section 3.** The secretary shall:

a. Record the minutes of all meetings of the association, the executive committee and the board of directors/managers;

b. Have a current copy of the bylaws;

c. Maintain a membership list; and

d. Perform such other duties as may be prescribed to him/her.

**Section 4.** The treasurer shall:

a. Have custody of all of the funds of the association;

b. Keep a full and accurate account of receipts and expenditures;

c. Make disbursements as authorized by the president, executive committee, board of directors/managers or PTA/PTSA, in accordance with the budget adopted by the PTA/PTSA;

d. Have checks or vouchers signed by two (2) persons, the treasurer and one (1) other authorized person;

At that time an officer may be eligible to serve another year

- e. Present a financial statement at every meeting of the association and at other times when requested by the executive committee or board of directors/managers;
- f. Make a full report at the meeting at which new officers officially assume their duties; and
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section 14 of these bylaws.

The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the board of directors/managers at least two (2) weeks before the meeting at which new officers assume duties. **Reminder: the audit report form must be submitted to the state PTA office by November 15.**

**Section 5.** All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

#### ARTICLE VIII: BOARD OF DIRECTORS / MANAGERS

**Section 1.** Members.

The board of directors/managers shall consist of the elected officers of the PTA/PTSA, the chairmen of standing committees, and the principal of the school or a representative appointed by him/her. The chairmen of standing committees shall be selected by the officers of the PTA/PTSA.

The president may appoint a parliamentarian, subject to the approval of the officers of the PTA/PTSA.

**\*\*Section 2.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Section 3.** The duties of the board shall be:

- a. To transact business in the intervals between PTA/PTSA meetings and such other business as may be referred to it by the PTA/PTSA;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the PTA/PTSA;
- e. To select an auditor or an auditing committee to audit the treasurer's accounts;
- f. To prepare and submit to the PTA/PTSA for adoption a budget for the year; and
- g. To approve routine bills within the limits of the budget.

**Section 4.** Regular meetings of the board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the board members shall constitute a quorum. Special meetings of the board may be called by the president or by a majority of the members of the board 7 (number) day's notice being given.

#### ARTICLE IX: EXECUTIVE COMMITTEE

**Section 1.** The membership of the executive committee shall consist of the elected officers of the PTA/PTSA and the principal of the school or a representative appointed by him/her.

**Section 2.** The duties of the executive committee shall be to approve chairmen and members of standing committees and act in an emergency situation.

**Section 3.** A majority of the members of the executive committee shall constitute a quorum.

#### ARTICLE X: COMMITTEES

**Section 1.** Only members of the PTA/PTSA shall be eligible to serve in any elective or appointed positions.

**Section 2.** The board of directors/managers may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the PTA/PTSA. The term of each chairman shall be 1 (number) year(s) or until the selection of his/her successor.

**Section 3.** The chairman of each standing committee shall present a plan of work to the board of directors/managers for approval. No committee work shall be undertaken without the consent of the board of directors/managers.

**Section 4.** The power to form special committees and appoint their members rests with the association and the board of directors.

**Section 5.** The president shall be a member ex-officio of all committees, except the nominating committee.

#### ARTICLE XI: MEETINGS

**Section 1.** At least ~~four~~ <sup>three (3)</sup> regular meetings of this association shall be held during the school year. Dates of meetings shall be determined by the executive committee/board of directors/managers and announced at the first meeting of the year. Seven (7) days notice shall be given of a change of date.

**Section 2.** Special meetings of the PTA/PTSA may be called by the president or by a majority of the executive committee/board of directors/managers seven (7) days notice having been given.

**Section 3.** The election meeting shall be held in May (month).

**\*\*Section 4.** Bylaws of each constituent organization shall include a provision establishing a quorum.

**#Section 5.** Each local PTA/PTSA must maintain a minimum of ten (10) members to remain a PTA in good standing.

**Section 6.** 10 (number) members (10 or more recommended) shall constitute a quorum for the transaction of business in any meeting of this PTA/PTSA.

#### ARTICLE XII: DISTRICT MEMBERSHIP

**Section 1.** The PTA/PTSA shall be represented in meetings of the 15th District PTA of the Kentucky Congress of Parents and Teachers, by the president of the PTA/PTSA or his/her alternate, and by the number of delegates or their alternates as provided in the district bylaws.

**Section 2.** Delegates and their alternates shall be chosen by election to attend district conferences.

**Section 3.** This PTA/PTSA shall pay annual dues of \$ .15 per member to the district treasurer, as provided in the district bylaws.

#### ARTICLE XIII: FISCAL YEAR

The fiscal year of this association shall begin July 1 and end June 30.

**\*\* ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws and those of the state PTA and the National PTA.

**# ARTICLE XV: KENTUCKY PTA POSITIONS**

**Section 1.** The Kentucky PTA opposes involvement of children in door-to-door sales or solicitations.

**Section 2.** Elementary students are not eligible for membership

**ARTICLE XVI: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular meeting of the PTA/PTSA provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and that the amendment shall be subject to approval of the Kentucky PTA. Bylaws amendments require a two-thirds (2/3) vote of the members present and voting.

a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the PTA/PTSA, or by a two-thirds (2/3) vote of the board of directors/managers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

b. Submission of amendments or revised bylaws for approval by the Kentucky PTA shall be in accordance with the bylaws or regulations of the Kentucky PTA.

**\*\*Section 2.** The adoption of an amendment to any provision of the bylaws of the National PTA identified by a double star (\*\*) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding, the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.

**#Section 3.** The adoption of an amendment to any provision of the bylaws of the Kentucky PTA identified by a number (#) symbol shall serve automatically and without requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.

**ARTICLE XVII: SBDM COUNCIL PARENT REPRESENTATIVE ELECTIONS**

Election of Parent Representatives to the School Based Decision Making (SBDM) Council shall be conducted by this PTA/PTSA as authorized under the Kentucky Education Reform Act (KERA) of 1990, as specified in KRS 160.345.

**ARTICLE XVIII: ADDITIONAL BYLAWS**

(Include here or attach a separate sheet)

SIGNATURES

Mary Metts, President  
Sarah Schneider, Secretary

DATE 5/26/02

Double-starred (\*\*) and pound-signed (#) items must be included in each PTA's and PTSA's bylaws.

**Index to the PTA/PTSA Bylaws**

Article I	Name	1	Article IX	Executive Committee	4
** Article II	Purposes	1	Article X	Committees	4
** Article III	Basic Policies	1	Article XI	Meetings	4
Article IV	Constituent Organizations	1 - 2	Article XII	District Membership	4
Article V	Membership and Dues	2 - 3	Article XIII	Fiscal Year	4
Article VI	Officers - Election and Vacancies	3	** Article XIV	Parliamentary Authority	5
Article VII	Duties of Officers	3 - 4	# Article XV	Kentucky PTA Positions	5
Article VIII	Board of Directors / Managers	4	Article XVI	Amendments	5
			Article XVII	SBDM Council Parent Representative Elections	5